

ST PAUL UMC JOB DESCRIPTION

www.stpaulabilene.org

325.672.7814

Ministry Title:	<u>Church Organist</u>
Time Commitment:	2-5 hours per week
Compensation:	\$7,800 yearly
Ministry Supervisors:	Director of Worship and Music
Team:	St Paul Church Staff, Church Pianist, and worship ministry volunteers

GENERAL DESCRIPTION

The primary responsibility of the Church Organist is to help members of St Paul UMC to become fully formed, worshipping disciples of Jesus Christ by accompanying in weekly worship as an organist for the congregation. Additionally, the Church Organist may be called upon to accompany worship services as a musician for additional special worship services throughout the year, such as funerals, Lenten devotional meals, etc. Finally, the Church Organist may also fill in for the church pianist on occasion.

Applicants for the model a personal and public faith in Christ, and demonstrate a professional commitment to the key items as follows:

Weekly:

- Practice selected music for spent the time needed to play all music to a high level of accuracy. (hymns, service music, anthems accompaniments and open score)
- Be present 20 minutes prior to each weekly worship service with all needed materials for the day.
- Prepare and play assigned church hymns on organ during 10:30 AM worship service. The director of music will select and communicate hymns in advance.
- Select and play an organ prelude, meditation, offertory, and/or postlude as needed each week for the 10:30 AM service. Communicate selection titles to the Director of Worship and Church Administrator via email by no later than 8:00 AM Thursday morning each week..
- Read and know the details of the monthly and weekly order of worship and music selections that are emailed to you, and available through the church software (PlanningCenter).
- Communicate the Director of Music and Worship on a regular basis through email, texts, phone calls and in-person as needed
- Inform the Director of Music *and* Church Pianist in the event of illness or emergency that will prevent accompaniment in a planned worship service as soon as safely possible.

Annually:

- Approximately once a quarter, sometimes more, the organist will play piano at the 8:30 AM service in addition to the 10:30 AM service. (Approximately 4-6 services a year).
- Be available as a backup accompany musician on piano for Wednesday night choir rehearsals. Rehearsals run from 6:00pm-7:00pm; Choral anthems will be selected by the Director of Music and communicated in advance. (6-8 times a year)

- Accompany and rehearse with soloists as needed for special worship services.
- Prepare and play additional services throughout the year, including Christmas Eve, Ash Wednesday, Good Friday, Easter, Charge Conference, and funeral services as needed.
- At Organist's discretion, play for Weddings. Weddings do earn an additional fee of \$100.00.

Working as a Team:

- Open communication between the Director of Music, Church Pianist, and Church Organist through email, texts, phone calls, and occasional meetings is expected. There are two volunteer organists who can be called upon to sub when given two weeks advance notice, at the discretion of the Director of Music.

QUALIFICATIONS

Special consideration for interview and potential employment will be given to those applicants with:

- 1) Professional quality skills in communication, team building, & technology;
 - 2) Above average organist skills in music performance demonstratable at an interview audition;
 - 3) Competent pianist skills in music performance;
 - 4) Professional education in music performance and/or 4+ years of worship accompaniment with a church are preferred but not required;
 - 5) Personal relationship skills that result in effective ministry with volunteers, staff members, and diverse individuals in the congregation and community;
 - 6) Passionate and observable faith and commitment to the values, teaching, and mission of Jesus Christ;
 - 7) Professional quality skills in communication, team building, & technology;
 - 8) A clear background check pertaining to interactions with minors, and other relevant areas of ministry with St Paul United Methodist Church. If applicable, please include written explanation for any prior or pending criminal charges to be kept on file by the Church Office and Annual Conference Office as necessary.
-